



United States Fish & Wildlife Service

DO NOT REPLY TO THIS ADDRESS - SEE MESSAGE FOR CONTACT INFO!

Memorandum

From Director
Title EEO/Diversity Training

As a reminder, all supervisors and managers are required to take a minimum of four hours of EEO and/or diversity training each fiscal year. The training should be in a wide variety of EEO and Diversity subjects, especially the more technical areas such as disability accommodations, interviewing and hiring, and accessibility. Supervisors and Managers should ensure that they obtain sufficient training, even if it is more than 4 hours annually, so that they can effectively perform their supervisory/managerial duties.

The purpose of this email is to announce the creation of a new resource designed to answer questions that supervisors and managers may have regarding this mandatory training requirement. NCTC and the Division of Human Resources recently collaborated to create a website which answers the following questions regarding your EEO and Diversity training requirement :

- What Counts Towards this Training Requirement ?
- Are there Subjects that are Highly Recommended for Training ?
- Where do I go if I want Training ?
- How do I Report my Training Once I have Completed it ?

This website can be found at <http://training.fws.gov/led/eeodiversity/index.htm>. The use of the site is encouraged, and it is important to contact your Diversity and Civil Rights staff, as well as your Human Resources staff, with any specific questions which you may have regarding EEO or Diversity issues. Please step up to your commitment in these areas. Let us make strides this year toward ensuring that the Service becomes a model employer in all respects.

Our mission is, working with others, to conserve, protect and enhance fish, wildlife, and plants and their habitats for the continuing benefit of the American people.